



Development Services Department  
Email: [cannabis@costamesaca.gov](mailto:cannabis@costamesaca.gov)  
Cannabis Hotline: (714) 754-4902  
Monday – Thursday; Every other Friday  
8:00AM – 5:00PM

## Conditional Use Permit (CUP) for Cannabis Retail (Dispensary and/or Delivery)

### ***Submittal Guide and Application Packet***

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*Materials included in this CUP submittal guide and application packet:*

- Step-by-step CUP for cannabis retail business submittal guide
- Parking design, trash enclosure design, and wall/fence/landscaping height standards
- CUP application packet

*This guide and application packet is for proposed cannabis dispensaries with or without delivery and delivery-only cannabis businesses.*

*The guide for adding delivery to an existing Measure X business is online:  
<https://www.costamesaca.gov/home/showpublisheddocument/48840/637638523891600000>*

#### **STEP 1: Eligibility**

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**Notice to Proceed.** Only businesses that received a Cannabis Business Permit (CBP) Notice to Proceed for a cannabis storefront (with or without delivery) can apply for a CUP for a cannabis storefront (with or without delivery).

Owners/officers can be removed from the proposed business entity in between the CBP and CUP phases as well as during the CUP process so long as at least 51% of the ownership does not change. However, new owners with an interest of 20 percent or greater and officers with control of the business cannot be added in between the CBP and CUP phases nor during the CUP process. The CUP location must match the location listed in the Pre-Application and CBP.

#### **STEP 2: CUP Application Submittal**

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CUP applications for a cannabis storefront business (with or without delivery) or a delivery-only business must be submitted online. A specific portal has been provided on the City's cannabis webpage. The City will not accept applications in person, via email, or U.S. mail. The City will **NOT** accept incomplete applications for processing.

**CUP Application Form.** The CUP application is at the end of this guide.

**CUP Submittal Checklist** (*specific to cannabis retail storefront businesses with or without delivery and cannabis delivery-only businesses*)

1. **Scanned CUP application form.** Application must be completed in full and scanned for online submittal. The original shall have the wet ink signature by property owner and agent/applicant. A Planner will contact you when it is appropriate to submit the original file.
2. **Applicant letter.** Provide the one-page Pre-Application letter describing the proposed use with any changes highlighted, underlined, and/or struck through. The letter must accurately describe the proposed project.
3. **CBP Notice to Proceed.** Provide a scan of the Notice to Proceed document.
4. **Fee payment.** A Planner will contact you when it is appropriate to submit the \$18,499 CUP cannabis storefront fee. Payment for the CUP application must be made by a certified check, cashier's check, or money order made payable to the City of Costa Mesa.
5. **Public notification requirements.** A Planner will contact you with instructions on how and when to submit the 500-foot-radius assessor's parcel map, two sets of typewritten owner and occupant mailing labels, and a certification letter from the person who prepared the map and labels. Additional fees will be charged for a newspaper ad and mailing notices to the public. These fees vary by property and must be paid prior to the public hearing.
6. **Plans.** High resolution electronic copy of a proposed site plan, existing floor plan, and proposed floor plan prepared to scale. Denote any floor plan changes from the one provided during the CBP process with a "cloud" and a text description. Floor plans shall be labeled to show the function of each space and describe how the product is secured while being moved to, out of, and through the facility. The PDF files should be a minimum resolution of 300 dpi. Elevations and photo simulations are not required, but are accepted for additional context. Site plans shall contain the following information:
  - Address of project
  - Name, telephone number, and email of the agent and applicant
  - Scale of drawings
  - North arrow
  - Street names
  - Proposed site statistics summary (zoning, floor area ratio, square footage and percentage of landscaped area, and square footage of the lot, building(s), unit(s), and licensed premise)
  - Proposed parking summary (number of on-site parking stalls and accessible stalls—note that using offsite parking to meet the 4/1,000

- retail parking standard requires a separate CUP, and public street parking cannot be counted toward the project)
- Trash enclosure
- Site plan containing property lines and dimensions; outline of buildings, parking areas, and landscaping; walls and fences, including height and materials; trash enclosure; double-striped off-street parking stalls; and locations where delivery vehicles will be loaded, stored, etc.
- Detailed floor plans including dimensions, use of the rooms, and product flow security (“cloud” and describe any floor plan changes that differ from the proposed floor plan provided during the CBP process);
- Optional: elevations and photo simulations

Do not provide a preliminary grading plan, water quality management plan, or seismic hazard map act survey.

Parking design, trash enclosure design, and wall/fence/landscaping height and location standards are enclosed. More information is available in the Costa Mesa Municipal Code online: <http://qcode.us/codes/costamesa/view.php?topic=13&frames=off>

7. **Security Plan and Business Plan.** The City will utilize the security plan and business plan from the CBP phase. However, if any changes to the security plan and/or business plan are proposed, a revised draft with changes shown as highlighted, underlined, and/or struck through are required as part of the CUP submittal. Include a letter summarizing the changes and the rationale for the changes.
8. **Applicant Campaign Contribution Disclosure Form.** Complete the disclosure form provided in the CUP application packet if the applicant or business owner/entity made contributions greater than \$249 to any City Council member in the twelve months prior to submitting the CUP application.

### **STEP 3: CUP Application Review**

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Planning staff will review the CUP application submittal. Be aware that the City may require additional information or revisions during this review. Incomplete applications will be rejected. Once all the documents have been reviewed and deemed acceptable by the Planning Division, a Planner will issue a letter of completeness. At this point, the filing fee will be collected, or the application will be placed on the Cannabis Wait List, if applicable. Once the application has been accepted for processing, Planning and other departments will thoroughly review the proposed project and identify potential deficiencies regarding compliance with City and state requirements; opportunities for improvements; draft conditions of approval, etc.

The applicant may be required to revise the various plans and documents. Applicants

shall respond to requests for revisions within 30 days of the City's written notification or the application will be placed on the Cannabis Wait List, if applicable.

#### **STEP 4: Public Notification**

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Once a Planning Commission hearing date is set, the City will issue a public notice via newspaper ad and by mailing post cards to owners and occupants within a 500-foot-radius of the subject property. The cost of publishing and mailing will vary by project. A Planner will let the applicant know the final publishing and mailing cost. These fees must be paid in full prior to the hearing date. If the fees are not paid in full prior to the hearing date, the application will be removed from the agenda. Re-noticing will have to take place for the later hearing date at the expense of the applicant.

#### **STEP 5: Planning Commission Hearing**

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A CUP is decided by the Planning Commission at a public hearing after the public notification period is complete. The applicant will be invited to briefly present the project to the Commission, and any interested party will be able to present written or spoken testimony at the hearing. Applicant PowerPoint presentations must be provided to the assigned Planner in advance of the hearing. The Planning Commission will either approve or deny the project. Decisions are appealable to the City Council.

#### **STEP 6: Building Permits**

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Tenant improvements, landscape improvements, and other building modifications require issuance of building permits prior to commencing any demolition, construction or site improvement. The applicant is responsible to obtain all required permits from the Building Division, Fire Department, and others as applicable. Information about the plan check submittal and building inspection process may be found on the Building Division's webpage:

<https://www.costamesaca.gov/city-hall/city-departments/development-services/building-safety>

A CBP will not be issued until the Building Division and Fire Department have granted final approval for all construction.

#### **STEP 8: Issuance of the CBP**

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After construction has been completed and approved by the Building Division and Fire Department, the applicant shall contact the assigned Planner to obtain the CBP. The applicant shall submit a matrix with the conditions of approval imposed on the CUP and demonstrate how each condition has been satisfied.

The Planner shall schedule a site inspection so that representatives from affected city departments may confirm that the site improvements conform to all requirements set forth in the CUP and state and local codes. The City shall also confirm that all staff members have passed the background check and have city-issued badges for employees, owners, and volunteers.

Following issuance of the CBP, the applicant shall obtain a Business License.

## **QUESTIONS?**

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Email us at [cannabis@costamesaca.gov](mailto:cannabis@costamesaca.gov) or call the City's cannabis hotline at (714) 754-4902.

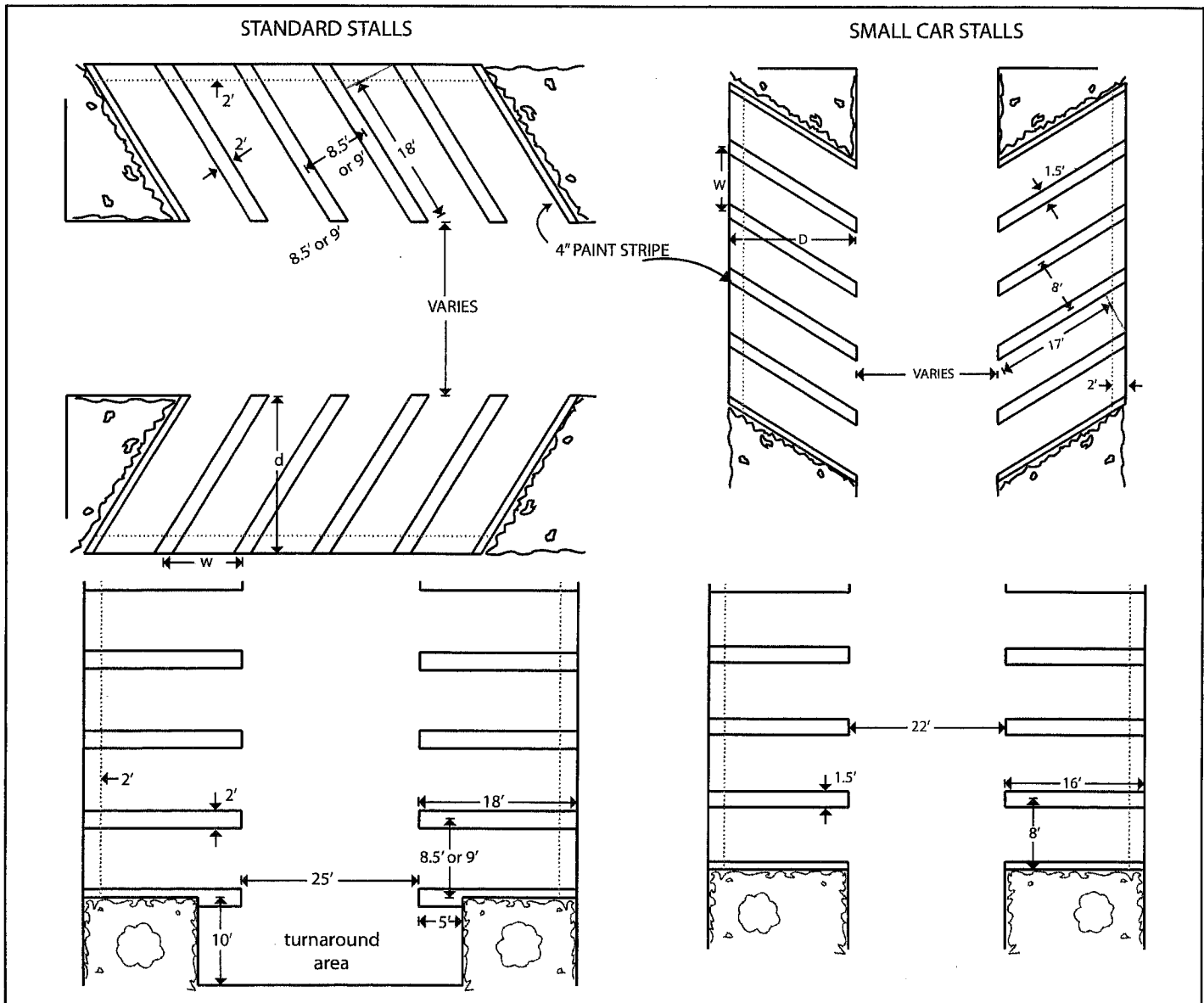
# PARKING DESIGN STANDARDS

(All Zones except R1)

Revised November 1, 1999 per Resolution #99-74

STANDARDS STALLS					SMALL CAR STALLS			
Parking Angle	Aisle Width 1 way/2 way	Stall Dimensions			Parking Angle	Aisle width 1 way/2 way	Stall Dimensions	
		D	W (Commercial and Industrial)	W (Residential)			D	W
30	15'/20'	16'	18'	17'	30	15'/20'	13'	16 1/2'
45	15'/20'	18 1/2'	13'	12'	45	15'/20'	14 1/2'	12'
50	15'/20'	19'	12'	11'	50	15'/20'	15'	11'
60	18'/20'	20'	10 1/2'	10'	60	15'/20'	16'	10'
70	21'/21'	18 1/2'	9 1/2'	9'	70	15'/20'	16'	9'
80	23'/23'	18'	9'	8 1/2'	80	18 1/2'/20'	16'	8'
90	25'/25'	18'	9'	8 1/2'	90	22'/22'	16'	8'

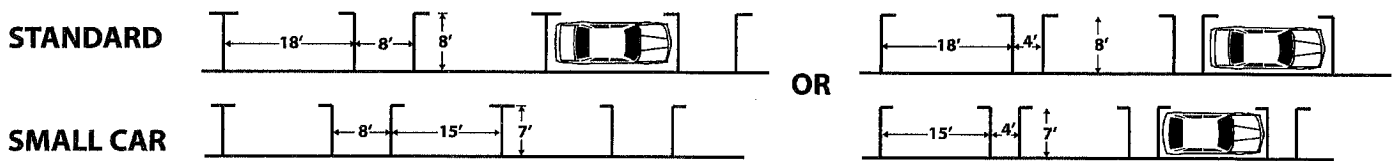
\*Other parking angles are also permitted. Consult the Planning Division when proposing alternative dimensions.



# PARKING DESIGN STANDARDS

(All Zones except R1)

1. All parking areas containing more than 2 spaces shall provide forward motion access to and from the public street, unless an exception is approved by the Planning Division.
2. Parking areas shall provide internal circulation or sufficient, designated turnaround space. Turnaround area, as shown on the reverse side of this sheet, shall be provided at the end of all dead-end parking aisles exceeding 100 feet in length. Other turnaround arrangements providing the same maneuverability may be approved by the Planning Division.
3. Of the required stall depth, the maximum allowance of bumper overhang into a landscaped area is 2 feet for standard and small car stalls. This area may not be included in the fulfillment of the landscaping requirements for the site, nor may it encroach into the required street setback.
4. Carports and stalls in parking structures shall provide a clear inside dimension equal to the required width for open stalls; vertical supports shall be recessed 4 feet from access aisle. Other designs providing the same accessibility may be approved by the Planning Division.
5. Residential garage parking stalls shall maintain an unobstructed inside dimension of at least 10 feet in width and 20 feet in length. Garages shall be provided with a minimum door width of 8 feet for single garages and 16 feet for double garages.
6. Stalls (open and carports) with vertical restrictions at the side (walls, fences, shrubs, etc.) shall be increased in width 1 foot over the width normally required.
7. When necessary due to constraints, minor reductions in the aisle width may be approved by the Planning Division, provided the stall width is increased accordingly.
8. Site plans shall be drawn to scale.
9. Small car parking shall be reasonably distributed throughout the project site and shall be subject to review and approval of the Planning Division.
10. Parallel parking stalls shall be 18 feet in length and 8 feet wide, except that parallel parking stalls for small cars shall be 15 feet in length and 7 feet wide. 4 feet shall be provided at each end of each parallel parking space or 8 feet shall be provided between every other parking space.



11. Handicapped stalls shall be provided according to Title 24, Part 2 of the 2013 California Building Code (shown below), or any future amendment to the provisions.

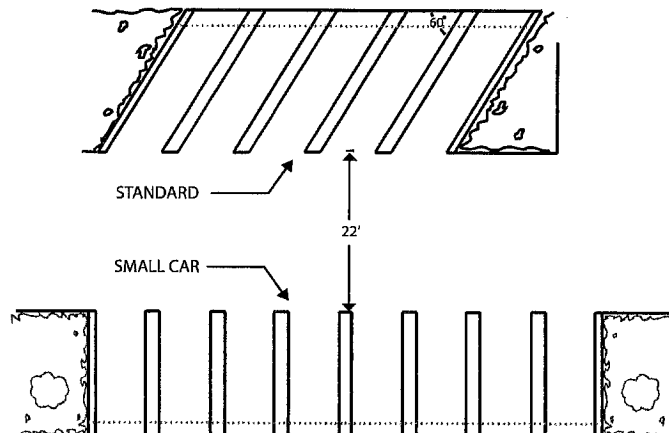
Total number of Parking Spaces	Required Minimum Number of Accessible Spaces
1 - 25	1
26 - 50	2
51 - 75	3
76 - 100	4
101 - 150	5
151 - 200	6
201 - 300	7
301 - 400	8
401 - 500	9
501 - 1000	*
1001 - over	**

\* 2 percent of total

\*\* 20 plus 1 for each 100, or fraction thereof over 1001

One handicapped stall shall be at least 18 feet in length and 17 feet wide. Additional handicapped stalls shall be at least 18 feet in length and 14 feet wide. Handicap parking design and location shall be reviewed and approved by the Building Division.

12. Where feasible, small car parking shall be provided according to the Drachman System (see below)





## **TRASH ENCLOSURE STANDARDS**

(October 2005)

In an effort to improve the appearance of the City, Costa Mesa's City Council adopted an ordinance in September 2005 requiring the screening of all trash bins or dumpsters in the City from public view. The following development standards address how the bins and dumpsters can be shielded from public view. All trash enclosure/screening plans require Planning Division approval. A building permit may or may not be required. Please contact the Planning Division for any questions regarding these standards.

### **Trash Enclosures for New Developments**

- Trash enclosure shall be constructed of block or other type of concrete materials (such as woodcrete).
- The enclosure walls shall be high enough to completely screen the dumpster and to discourage illegal dumping of large items over the wall.
- Gates shall be the same height as the enclosure wall, opaque, with metal the preferred material, painted or powder coated to match the enclosure. Chain link with plastic slats in a color matching the enclosure may be substituted if the gates are not readily visible.
- Gates shall be lockable with access provided to employees and residents at all times.
- It is recommended that a 6" by 6" curb be provided inside the trash enclosure to separate dumpsters from the walls.
- Enclosures shall be placed outside of required street setback areas and will be counted against required open space.
- Enclosures shall be large enough or trash pick-up frequent enough to ensure trash does not overflow the bin.

### **Trash Enclosures for Existing Developments**

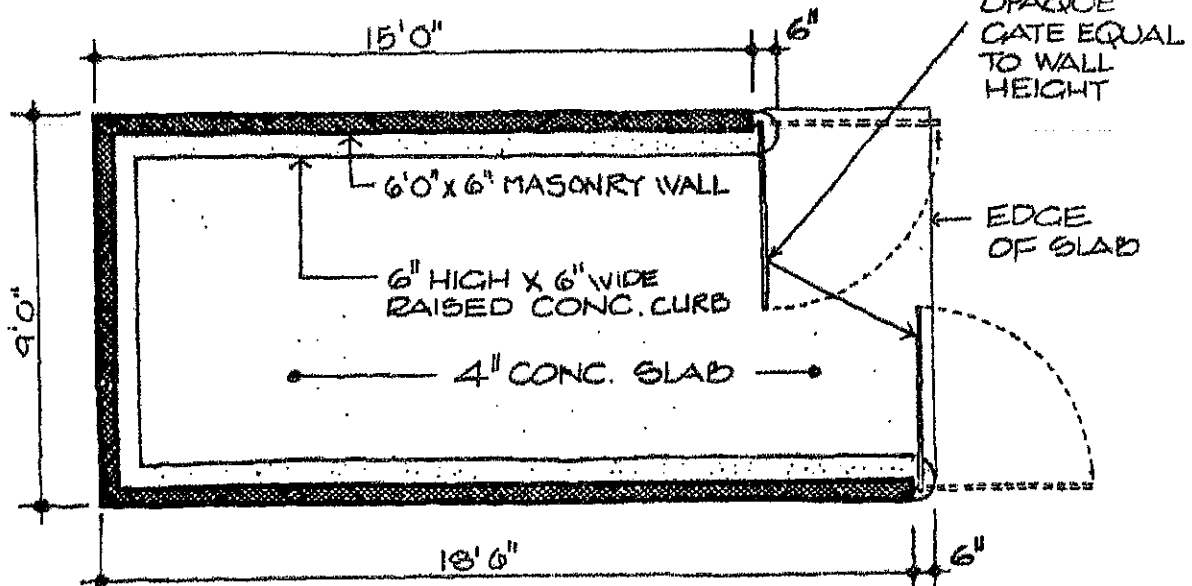
- Trash dumpsters shall be screened from public view through block or other type of concrete material or plant materials.
- Gates shall be the same height as the enclosure screen, opaque, with metal the preferred material, painted or powder coated to match the enclosure. Chain link with plastic slats in a color matching the enclosure may be substituted if the gates are not readily visible from off-site. If unable to provide gates, the entry shall be oriented away from off- and on-site views.
- If gates are provided, they shall be lockable with access provided to employees and residents at all times.
- Enclosures may be placed in required parking, open space, or landscape areas (with the exception of street setback areas).
- Enclosures shall be large enough or trash pick-up frequent enough to ensure trash does not overflow the bin.

City of Costa Mesa Planning Division  
77 Fair Drive, Costa Mesa, CA 92626  
Phone: 714.754.5245  
Email: [PlanningCommission@ci.costa-mesa.ca.us](mailto:PlanningCommission@ci.costa-mesa.ca.us)  
Hours: 8 a.m. to 5 p.m., Monday through Friday

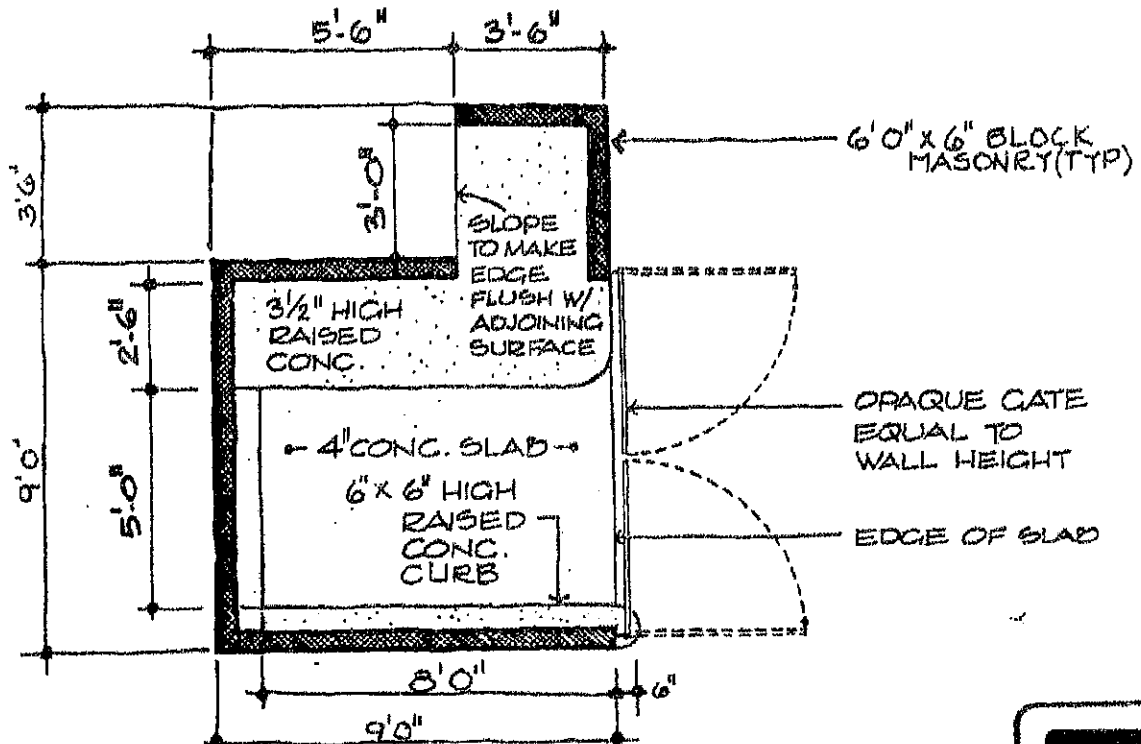


# TRASH ENCLOSURE STANDARDS

$\frac{1}{4}" = 1'-0"$



COMMERCIAL\*/INDUSTRIAL\*



RESIDENTIAL\*





\* NOTE: WHEN COVERED OR PLACED ADJACENT TO A BUILDING, FIRE SPRINKLERS MAY BE REQUIRED.

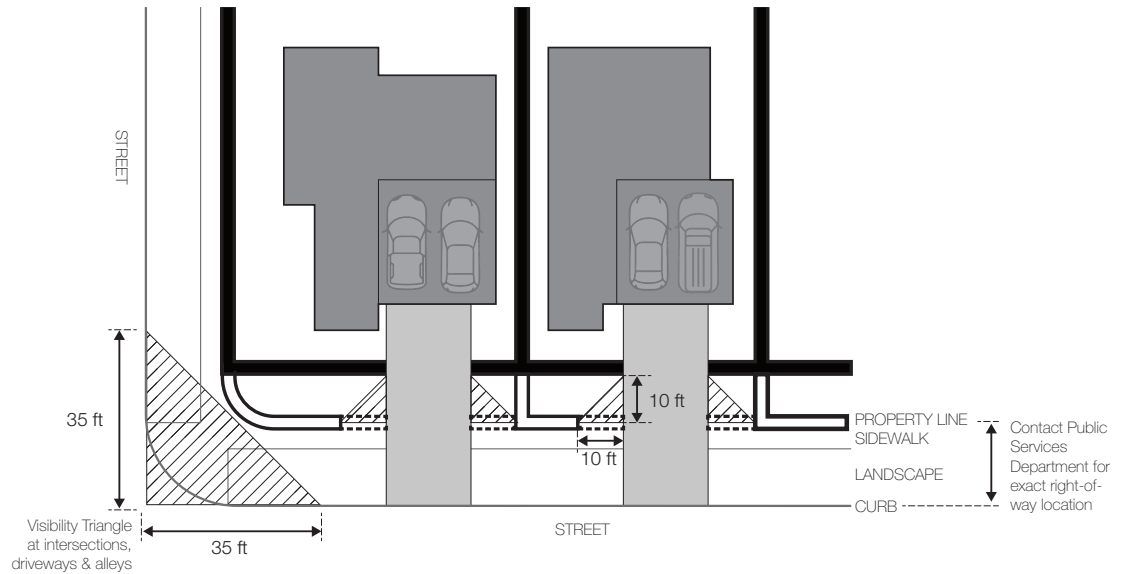




## STANDARDS AND SPECIFICATIONS WALLS, FENCES, AND LANDSCAPING

### LOCATION:

-  2'-6" max fence
-  3'-0" max fence
-  6'-0" max fence
-  Visibility Triangle



### HEIGHT:



### RESIDENTIAL ZONES:

- Height of walls, fences, and landscaping shall conform with the Visibility Triangle to allow for visibility at intersections and driveways.
- Corner / street cutoffs may be increased or decreased by staff due to street design / configuration.
- Any walls or fences exceeding the maximum specified height limits require discretionary review.
- Check with the Building & Safety Division for any additional requirements.
- EXCEPTION for R2-MD, R2-HD, R-3 Zones: On corner lots, wall and fences in excess of 36 inches in height shall be set back 5 feet from the street side property line.

### COMMERCIAL / INDUSTRIAL ZONES:

- No fence or wall shall obscure the setback landscaping required adjacent to a public right-of-way unless approved by a specific entitlement.

### ALL ZONES:

- Fence or walls constructed adjacent to a public street shall be reviewed for compatibility / harmony with surrounding buildings and site developments.
- For corner lots, the narrowest street frontage is the front of the property.



City of Costa Mesa, Development Services Department  
77 Fair Drive, P.O. 1200, Costa Mesa, CA 92628-1200  
Phone: (714) 754-5245 Fax: (714) 754-4856 www.costamesaca.gov

Office to Assign

**PLANNING APPLICATION (PART ONE – TYPE OR PRINT)** Application # \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Property Owner's Signature see note1 below \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZED AGENT:** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Authorized Agent's Signature see note2 below \_\_\_\_\_ Date \_\_\_\_\_

**PROJECT DESCRIPTION:** *[Briefly describe project below and attach detailed project description & justification for approval:]*

**PROJECT RELATED TOPICS:** I have noted below the items that are applicable to the project:

- ☐ In the Redevelopment Area      ☐ Subject to future street widening  
☐ In a Specific Plan Area      ☐ Includes a drive-through facility (Special notice requirements, per GC Section 65091 (d))

**HAZARDOUS WASTE AND SUBSTANCES SITES:** Pursuant to Section 65962.5 of the Government Code, I have reviewed the Hazardous Waste and Substances Site List (see reverse side) and determined that the project:

- ☐ IS NOT included in the LIST      ☐ IS included in the LIST

**<sup>1</sup>RIGHT OF ENTRY:** The abovesigned ("Property Owner") is the owner of certain real property identified above in Costa Mesa, California ("Property"), acknowledges that the application process requires the property to be posted with a public hearing notice, where applicable. Property Owner hereby permits the City of Costa Mesa ("City"), by and through its employees or agents, to enter upon the property for the sole purpose of posting, modifying, and removing a public hearing notice relating to Property Owner's Planning Application. The right of entry shall be granted by Property Owner to City at no cost to City and shall remain in effect until the removal of the public hearing notice. Owner further agrees to release, waive, discharge and hold harmless City, its employees and agents, from and against any and all loss, damage, injury, liability, claim, cost or expense resulting from or arising out of the activities of City, its employee and agents, upon the Property, pursuant to this signed application.

**<sup>2</sup>PENALTY OF PERJURY:** I declare under penalty of perjury that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any misrepresentations, false or dishonest information contained in the application materials may be grounds for denial of the application.

**WHEN COMPLETED, PLEASE RETURN ALL COPIES TO PLANNING DIVISION (PART TWO BELOW – "OFFICE USE ONLY")**

Date Application Received \_\_\_\_\_ By \_\_\_\_\_ Receipt # \_\_\_\_\_

Date Application Determined Complete \_\_\_\_\_ By \_\_\_\_\_

<input type="checkbox"/> Admin Adjustment	\$	<input type="checkbox"/> Gen Plan Screening	\$	<input type="checkbox"/> RCID Conversion	\$
<input type="checkbox"/> Appeal	\$	<input type="checkbox"/> Lot Line Adjustment	\$	<input type="checkbox"/> Rezone	\$
<input type="checkbox"/> CUP	\$	<input type="checkbox"/> Master Plan	\$	<input type="checkbox"/> Specific Plan Amd	\$
<input type="checkbox"/> Design Review	\$	<input type="checkbox"/> Minor CUP	\$	<input type="checkbox"/> Tent Tract/Parcel	\$
<input type="checkbox"/> Dev Agreement	\$	<input type="checkbox"/> Minor Design Review	\$	<input type="checkbox"/> Time Extension	\$
<input type="checkbox"/> Development Review	\$	<input type="checkbox"/> Negative Declaration	\$	<input type="checkbox"/> Variance	\$
<input type="checkbox"/> Gen Plan Amendment	\$	<input type="checkbox"/> Planned Signing Prg	\$	<input type="checkbox"/> Other	\$

**TOTAL \$**

APN: \_\_\_\_\_ Zone: \_\_\_\_\_ General Plan: \_\_\_\_\_



## Hazardous Waste and Substances Sites\*

*Updated August, 2020*

Before the City of Costa Mesa accepts an application as complete for any development project, the applicant shall consult this list and sign the Planning Application form, indicating that the project site is listed as a hazardous waste and substances site (Section 65962.5 of the Government Code).

<b><u>SITE NAME</u></b>	<b><u>ADDRESS</u></b>
777 PROPERTIES I, LLC	759 & 765 WEST 16TH ST
AMETEK AEROSPACE INC. (FORMER)	1644 WHITTIER AVE
CRITERION MACHINE WORKS (FORMER)	775 & 777 16TH ST
CLA-VAL CORP	1701 PLACENTIA AVE
COSTA MESA FIRE STATION #3	1865 PARK
COSTA MESA AIR NATIONAL GUARD	2651 NEWPORT BLVD
COSTA MESA SITE DISCOVERY PROJECT	BOUNDARY AREA (SEE CORTESE)
FORMER LOS ANGELES TIMES	1375 W. SUNFLOWER AVE
G & M OIL #21	2995 BRISTOL ST**
GENERAL TRANSMISSIONS	2073 HARBOR BLVD**
HILTON COSTA MESA	3050 BRISTOL ST
J.C. CARTER CO., INC.	671 W 17TH ST
MOBIL #18 - HDR	3195 HARBOR BLVD**
MOBIL #18 – JMY	3470 FAIRVIEW**
NEWPORT MESA UNIFIED SCHOOL DISTRICT	2985 A BEAR**
OLEN PROPERTIES - AIRPORT BUSINESS CENTER	3100 AIRWAY AVE
P AND M STATION #975 AKA SUPERIOR STATION INC.	2050 HARBOR BLVD**
PACIFIC AVENUE LANDFILL	2193 PACIFIC AVE
PRECISION OPTICAL INCORPORATED FACILITY	865 & 869 W 17TH ST
RANDY'S AUTOMOTIVE PROPERTY	2089 HARBOR BLVD
SOUTHERN CALIFORNIA EDISON LAFAYETTE SUBSTATION	1680 MONROVIA AVE
SEMICOA	333 MCCORMICK AVE
THE MET	575 ANTON**
THRIFTY OIL #151	751 BAKER**
UNOCAL #5404	3599 HARBOR**
WALGREENS STORE NO. 11652	1726 SUPERIOR AVE

Sources:      *State of California Water Resources Control Board, GeoTracker, August 2020*  
                    *State of California Department of Toxic Substance Control, Cortese List, August 2020*

\*The sites listed here are only those that are specifically categorized as open in the Geotracker and Cortese lists. For more information and for a full list of hazardous waste and substance sites, please see the above sources. For information on a specific site, please contact the Orange County Health Care Agency, Environmental Health Division at (714) 433-6000.

\*\*Indicates Leaking Underground Storage Tank Sites



## BIDDER/APPLICANT/CONTRACTOR CAMPAIGN CONTRIBUTION

### DISCLOSURE FORM

Proposer/Consultant/Applicant is required to identify any campaign contribution or cumulative contributions greater than \$249 to any city council member in the twelve months prior to submitting an application, proposal, statement of qualifications or bid requiring approval by the City Council.

Date	Name of Donor	Company/Business Affiliation	Name of Recipient	Amount

Except as described above, I/we have not made any campaign contribution in the amount of \$250 or more to any Costa Mesa City Council Member in the twelve months preceding this Application/Proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Bidder/Applicant/Proposer

\_\_\_\_\_  
Date



## PUBLIC NOTICING

### SURROUNDING PROPERTY NOTIFICATION SERVICE COMPANIES

This listing is provided as a convenience to applicants. It contains information from companies who have advised the City of their services and does not constitute a recommendation or endorsement by the City of Costa Mesa.

Advanced Marketing Services  
Post Office Box 2593  
Dana Point, California 92624  
Office (949) 361-3921  
Fax (949) 361-3923

Donna's Radius Maps 684  
South Gentry Lane  
Anaheim, California 92807  
Office (714) 921-2921  
ddradiusmaps@sbcglobal.net

Ownership Listing Service  
Notification Services  
Catherine McDermott  
Phone and Fax (951) 699-8064  
ownershiplistingservice@hotmail.com

A M Mapping Services  
7211 Haven Ave., Suite E375  
Alta Loma, California 91701  
Phone (909) 466-7596  
Fax (909) 466-7595  
ammapingserv@aol.com

Foothill Project Management  
The Urban Design Center  
Corrie D. Kates  
Radius Maps  
1590 Adams Ave., #4403  
Costa Mesa, California 92628  
Phone (714) 434-9228

Radius Maps  
Land Development Database  
Gary Perkins  
Phone (888) 272-3487  
radiusmaps@gmail.com

DBS  
Dependable Business Services,  
Inc. Dennis Stout  
504 E. Palmyra Ave.  
Orange, California 92866  
Phone (714) 744-2845  
Fax (714) 744-5123  
dnstout@gmail.com

KEC Radius Maps  
Property Ownership  
Information Darren L. Knudson  
17731 Irvine Blvd., Suite 202  
Tustin, California 92780  
Cell (714) 865-2945  
Fax (714) 832-9160  
darren@knudsonengineers.com

Susan W. Case, Inc.  
Ownership Listing Service  
917 Glenneyre Street, Suite 7  
Laguna Beach, California 92651  
Phone (949) 494-6105  
Fax (949) 494-7418  
orders@susancaseinc.com

Darla A. Hammond  
T-Square Mapping Service  
Radius Map  
969 So. Raymond Ave.  
Pasadena, California 91105  
Phone (626) 403-1803  
Fax (626) 403-2972

Karen Martin  
668 N Coast Hwy # 401  
Laguna Beach, CA 92651  
Phone (866) 752-6266  
Notification Maps.com  
sales@NotificationMaps.com

Szeto and Associates  
ABC License Mapping Service  
879 W Ashiya Road  
Montebello, California 90640  
Office (626) 512-5050  
Fax (323) 246-4007  
stanleyszeto@sbcglobal.net

Robert Simpson  
City Radius Maps  
300 East Bonita #3641  
San Dimas, CA 91773  
818-850-3382  
robert@cityradiusmaps.com

DataPro  
800-568-7104  
datapromapping@gmail.com  
www.datapromapping.com



## FORMAT SAMPLE OF MAILING LABELS

*\*Please Note:*

Maximum Label Width: 3 Inches / 30 Labels Per Sheet / No Transparent Labels / Labels Must Be Self-Adhesive  
(Type 5610 Mailing Labels)

APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Occupant 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626
APN# 141-221-50 Occupant 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Occupant 182223 Main Street Costa Mesa, California 92660
APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Occupant 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626
APN# 141-221-50 Occupant 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Occupant 182223 Main Street Costa Mesa, California 92660
APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Occupant 123 Main Street Costa Mesa, California 92626	APN# 141-221-50 Mr. John B. Smith 123 Main Street Costa Mesa, California 92626

## FORMAT SAMPLE OF RADIUS MAP

